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BENGAL FAMINE CODE.

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Revised edition of January 1892.

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NOTIFICATION.

The 19*th January* 1892.—The Bengal Famine Code, having recently been revised up to date, is hereby published for general information, and for adoption by all officers who are employed in relieving scarcity or famine.

2. Any future additions to, or modifications of, the Code will be issued in the form of slips, to be pasted into the volume.

C. E. BUCKLAND,
Secretary to the Govt. of Bengal.

BENGAL FAMINE CODE.

Revised Edition of January 1892.

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CHAPTER I.

Procedure of Government and Duties of Civil Officers.

Duties of Local Government.

1. The following rules will be observed by the Local Government in reporting to the Government of India the condition of tracts suffering from failure of crops :—

I. The first indications of failure of harvest or scarcity should be communicated in the weekly telegraphic reports on the state of the season and the prospects of the crops, which are published in each Government of India Gazette.

II. When the indications are sufficiently serious to cause apprehension that, from continued want of rain or other cause, relief measures may have to be undertaken, the weekly telegrams should be supplemented by monthly written reports.

III. These reports should give as distinct information as possible regarding the areas affected (or likely to be affected), and should be accompanied by a sketch map on which such areas should be indicated by colours. A revised sketch map should be submitted whenever the area of scarcity expands or contracts.

IV. So soon as the information is available, there should be entered in one or more of the monthly reports—

(*a*) an account of the economic condition of the tract, the crops affected, and the extent to which they have suffered, the contingencies on which the probable duration of distress depends, and the position of the affected area as to local trade, food supply, and communications.

(*b*) a rough estimate of the number of the population of the affected tracts for whom it is anticipated that relief may have to be provided in poorhouses or on the relief works, large or small, which it is proposed to start for their employment.

(*c*) a list of the larger works which it is proposed to open for the relief of each affected tract or district. If any such relief work is one which would ordinarily require Imperial sanction, a separate report should be submitted for communication to the Public Works Department.

(*d*) the rise or fall of prices should be specially noticed in every monthly report.

V. When any poor-houses or relief works have been opened, or any considerable expenditure has been or seems likely to be incurred, the monthly report should give an abstract of the information received from District Officers with a statement of the amount spent and granted up to date, and an estimate of the available funds from which it is proposed to meet future expenditure. If there is any reason to believe that the Provincial funds will prove insufficient to meet the exigencies of famine, the extent to which Imperial aid is likely to be demanded should be estimated.

VI. The extent to which suspension of land revenue may be necessary should be stated whenever the adoption of such a measure is contemplated.

VII. In the case of serious famine being apprehended in a Presidency or Province, an estimate of the number of officers of different grades and departments likely to be indented for from other Provinces should be given.

VIII. When in any affected tract cause for anxiety is removed, a request that the tract may be removed from the list of affected areas should be included in the monthly report.

Duties of the Commissioner.

2. The Commissioner of a Division is bound to keep himself at all times informed of the agricultural condition of every part of his division, and to enforce the observance of all rules laid down by Government for the collection of agricultural statistics and information, or for the relief of famine.

To furnish statement of areas liable to famine, and number of people who may require work.

3. As soon as possible after the publication of these rules, and thereafter whenever he is of opinion that a statement previously submitted requires amendment, he shall forward to the Local Government, through the Director of Agriculture, a statement of the areas within his division which are most liable to famine, and a rough forecast of the maximum number of persons within those areas likely to require employment in a year of extreme drought. He shall also be responsible for the preparation and submission to Government of the two lists of relief works (Civil Agency and Professional Agency) which are required under sections 26 and 57 of this Code.

To report impending famine.

4. When the Commissioner of a Division has reason to believe that scarcity prevails, or a famine is imminent, in any part of his division, he shall report the fact to the Local Government, stating, as far as possible—

(*a*) the grounds of his belief;
(*b*) the area and population likely to be affected;
(*c*) the character of communications in the affected area;
(*d*) the condition of the grain stocks;
(*e*) sources from which supplies of food may be obtained;
(*f*) proposed measures of relief;
(*g*) an estimate of the expenditure likely to be incurred, and the local sources from which it can be met;
(*h*) any other matters necessary for the due information of Government.

5. When famine is impending or exists, the Commissioner of the Division shall be responsible (1) for proposing, in consultation with the Superintending or Chief Engineer, the action to be taken by the Public Works Department, (2) for organising private agency, and (3) for prescribing the action to be taken by District or Local Boards in respect of works to be carried on under their agency and with their funds; *provided* that no relief circle shall be formed, and no special relief work or poor-house or system of gratuitous relief shall be commenced, the cost of which will fall on Provincial Funds, without the previous sanction of the Local Government.

Commissioner to propose relief works.

No special relief measures to be undertaken without sanction of Local Government.

6. The Commissioner shall exercise administrative control over all measures undertaken by the District Officer, or by District or Local Boards, for the relief of famine. He should also be supplied with, and may call for, periodical information with regard to relief measures carried out under the agency of the Public Works Department.

Commissioner to exercise administrative control in all measures of famine relief.

7. The Commissioner should from the outset direct his attention to (*a*) the due strengthening of the normal staff of each district, (*b*) fixing, where necessary, suitable administrative areas in view to the proper administration of famine relief, and (*c*) advising the Superintending Engineer as to the best distribution and employment of the Public Works agency in his Division.

Other duties.

8. The Collector or Deputy Commissioner and the Sub-divisional Officer shall, *mutatis mutandis*, be responsible for the performance, within his district or sub-division, of all the duties which are laid down for the Commissioner within his Division.

Duties of District and Sub-divisional Officers.

9. When famine is impending or exists, the District Officer shall submit to the Local Government, through the Commissioner of the Division, a half-monthly report for the periods 1st—15th and 16th to end of the month, giving all the necessary information as to the state and prospects of the affected tracts: some of the following particulars are required only in the event of relief works or poor-houses being opened, or gratuitous relief being afforded :—

Reports to be submitted by District Officer.

(1) Area affected during the period under report, and approximate estimate of the portion of the population affected; number of relief circles and of officers in charge.

(2) General state of the affected tracts during the fortnight under report, crop prospects, prices, food-stocks, importation or exportation of food-grains, rainfall, public health, emigration or immigration of famished people, condition of cattle.

(3) Number of public works open in or near the affected tracts in his district, distinguishing works—

(*a*) Civil Agency Works under District Engineers or Municipal Committees, or special Supervisors,

(*b*) Under Professional Agency (the Public Works Department or District Engineer),

together with the daily or average numbers of persons employed on these works, distinguishing (*i*) men, (*ii*) women, (*iii*) children, and showing separately the numbers paid by daily wages and those paid for task work: the rates of daily wages and of task work to be also reported. If any relief works have been opened under private agency, such information as is possessed regarding them should be given.

(4) Number of poor-houses open, and daily or average numbers at each in receipt of gratuitous relief, distinguishing (*i*) men, (*ii*) women, (*iii*) children.

The scale of food distributed should also be stated.

If any private poor-houses have been opened, the numbers there relieved should be reported, if known.

(5) Organization for employment of artizans, women, &c., at their homes in weaving, cotton-spinning, husking corn, &c. Number of persons so employed, distinguishing between (*a*) men, (*b*) women, (*c*) children.

(6) Organization for the distribution of grain doles or money doles, number of recipients and amount of money and value of grain distributed.

(7) Number of persons to whom loans under the Land Improvement Act, or under the Agriculturists Loans Act have been made, the system and security on which such advances are given, and the average amount usually lent to each and the total amount lent under each head.

(8) Financial statement for the fortnight under the following heads:—

A.—Receipts, distinguishing between grants from District Boards, grants from the Provincial Government, and private subscriptions, and showing, in the case of Government grants, the date of each grant being sanctioned, and the purpose for which it was made.

B.—Expenditure from public funds during the half month under report—

(*a*) On relief works (clause 3), showing separately the sums paid on account of daily wages and sums paid for task-work.

(*b*) On relief in poor-houses (clause 4).

(*c*) On the relief of artizans, &c., (clause 5).

(*d*) On relief by grain or money doles (clause 6).

(*e*) On any other kind of miscellaneous charitable relief.

C.—Balances of funds in hand under each head.

CHAPTER II.

Circle Organization and duties of the Circle Officer.

Division of districts into relief circles in times of scarcity or famine.

10. In times of severe scarcity or famine each district affected shall be divided into relief circles, the boundaries of one or more of which shall be conterminous, as far as possible, with territorial divisions made for purposes of administration (such as sub-divisions or thanas).

Circle Inspectors to be appointed. Their duties.

11. For each circle there shall be an Inspector of relief operations whose duty it shall be—

A.—To decide what persons residing in the local area should be placed in receipt of gratuitous relief, and to prepare a correct register of such persons.

B.—To organise a system of private charity for the relief of persons whose names are entered in the register of gratuitous relief;

C.—When the distress cannot be relieved by private charity, to make an application for funds to the district authority, and to carry out such instructions as he may receive for arranging for the supply of money or grain required to give the necessary relief;

D.—To keep strict and accurate accounts which shall be open to the examination of the Sub-divisional or District Officer whenever he may wish to inspect them, of all moneys expended and grain distributed in gratuitous relief, and to submit half-monthly reports of the expenditure incurred;

E.—To ascertain and report what works can be carried out in the circle, what kind of labour they will require, and for how many labourers, and for what period they will probably afford employment, with a rough estimate of the cost; and if the civil authorities decide on opening any such work, in the local area, to aid in every way in the execution of such work and the supervision of labourers employed thereon;

F.—To supervise the management of any children's kitchen or poor-house established in the local area;

G.—To encourage by all the means in his power the employment of labour on agricultural operations, and to invite applications for advances to make wells, tanks, and other improvement;

H.—To make known the places at which relief works are opened, the nature of each work, wages offered, and the classes of persons to whom such work is suitable;

I.—To visit as frequently as possible each village in his circle;

J.—To test, as far as possible, by personal inspection, and to correct the register of gratuitous relief;

K.—To report the condition of cattle in the circle, and suggest any measure that may be suitable for providing them with food;

L.—To report the occurrence of any unusual sickness in the circle;

M.—To ascertain that relief has been properly and effectually distributed in the manner laid down;

and generally to make any suggestions as to relief measures which he thinks requisite, and to carry out such instructions as he may receive from the Sub-divisional or District Officers.

12. In preparing the list of gratuitous relief and generally in all relief operations, the Circle Inspector should utilize, as far as possible, the services of village headmen, village accountants, clerks, chowkidari panchayats, Ward Committees in Municipalities, and other local agency.

Services of village headmen, village accountants, and other local agency to be used.

13. The Circle Inspector shall submit half-monthly reports in which he shall include, besides the matters indicated above, the general result of his observations, remarks on the condition of the people, and their willingness or otherwise to work, the prices of food, the supply of food, the condition of growing crops, the state of communications, and any other matters worthy of notice, on which he is required by the District Officer to report.

Circle Inspector to submit reports.

14. He shall be supplied with money sufficient to meet the expenditure of the current half-month and of one week in advance, and he shall indent from time to time on the local treasury accordingly.

To be supplied with money.

15. In times of famine or scarcity one or more contractors for the supply of grain required for poor-houses or grain doles may be appointed for each circle. They should be chosen from among the grain-dealers of the locality. Each contractor should be furnished with a list of the probable daily demand for the supply of which he is responsible.

Appointment of contractors for grain.

16. When it is necessary to require a contractor to supply grain to his circle, the Circle Inspector shall indent on him in the prescribed form, stating the amount and kind of grain required for a week's supply, the place and date of delivery, and any other matters that may be necessary for his information.

Indents for grain and payments for same.

The Circle Inspector shall at the same time give him an order on the district treasury for an advance to cover the cost of the supply indented for.

17. The contractor shall be paid weekly, or more often if he desires it, on presentation of vouchers for expenditure duly signed by the Circle Inspector.

Payments to contractors.

18. The Circle Inspector in any area to which a starving wanderer comes shall give such wanderer such food as may be necessary, and shall, if or when he is fit to move, send him to the poor-house or relief work which is nearest to such village. Sums expended by the Circle Inspector under this rule shall be treated as expenditure on gratuitous relief under section 21. This rule shall apply to any village headman or other local agent who may be placed in charge of relief operations in subordination to a Circle Inspector.

Relief of starving wanderers.

If it is found that starving travellers or beggars are lying about the bazar or streets of the town where the poor-house is situated, the Circle Inspector shall send a patrol out daily to gather them into the poor-house.

19. On the roads along which emigrants are known to travel in large numbers, it may be necessary to keep up places at which they can be fed. At these places the conditions of residence and work will not be insisted on. Two meals will be cooked a day, morning and evening; those who arrive in the evening will receive a meal and shelter in a shed for the night, and will be

Rest-houses for emigrants.

sent on next day after receiving a second meal in the morning. The Superintendent is responsible for seeing that they eat the meal in his presence and do not carry it away, and that this indulgence is granted only to *bonâ fide* travellers who are in want. The circle relief officer will pay special attention to these rest-houses; will endeavour to dissuade feeble and emaciated persons from emigrating, and offer them employment on a relief work; and if the number becomes at all considerable, he will report the facts to the Collector of the district. He will also be careful to visit these rest-houses frequently, and at feeding times, in order to test the Superintendent's returns as to expenditure and the number of emigrants fed. The Superintendent will add to his daily abstract register a note showing the number of people going to and returning from the place which is the goal of emigration.

CHAPTER III.

Gratuitous Relief.

Classes of persons entitled to gratuitous relief.

20. The following classes of persons are, as a rule, entitled in time of famine to receive gratuitous relief, provided that they have no relatives able, and, by the custom of the country, bound, to support them:—

(*a*) idiots and lunatics,
(*b*) cripples,
(*c*) blind persons,
(*d*) all who from age or physical weakness are incapable of earning their living,
(*e*) all persons whose attendance on the sick, or on infant children in their own homes, is absolutely necessary.

Relief in money or in grain.

21. Relief may be given gratuitously to persons included in the register maintained under section 11A, either in money or in grain.

When no register is ready, the distribution of gratuitous relief is to be governed by special orders of the Circle Inspector.

Grain doles to be preferred to money.

A.—Grain doles are more advisable than money, and money doles should only be given under most exceptional circumstances to persons registered under section 11A.

Proviso 1.—Money is not to be given when food is not easily obtainable in the local market.

Proviso 2.—Money may be given (i) when the recipients of gratuitous relief are scattered, and cannot be brought together without an amount of hardship not called for by the gravity of the situation, and grain doles cannot be provided easily, (ii) when gratuitous relief in no other form will be accepted.

Proviso 3.—If money is given, the amount shall be sufficient to procure the minimum ration prescribed in Chapter XIV.

Relief to respectable women.

B.—Gratuitous relief shall ordinarily be given at the home of the recipient. Respectable women who are debarred by national customs from appearing in public shall always be relieved at their own homes.

Persons receiving gratuitous relief are to do some work.

22. When grain doles are given, the persons whose names are entered on the Register of Gratuitous Relief shall receive from the Circle Inspector tickets authorising them to receive weekly a grant of 7lb. of common flour for each adult and 3½lb. for each child (or a corresponding quantity of unground grain) from some grain merchant in the town. In return for this, they should be expected to do some work, and

spinning cotton is a work most suitable for women to do at their homes, and one which is not repugnant to the feelings of any female. A certain quantity of cotton should therefore be given with the ticket to each woman on the list, and she should be expected to return it spun into thread by hand before she receives the second weekly allowance. It is generally reckoned that a woman who is not particularly skilful can spin about 1 seer of cotton in a week. Each woman should have a basket in which the cotton can be sent and returned, and she should be allowed to send it and to draw her ration of flour through any male relation or child who is able to go abroad for the purpose. But, as a rule, women who possess able-bodied male relations (not in receipt of relief) should not be admitted to this relief list, and care must be taken lest such relations should try to throw on to the State the burden of supporting the relations who are entitled to look to them for help.

Removal of name from relief register.

23. If a person whose name is entered on the register maintained under section 11A becomes from any cause disentitled to receive gratuitous relief, his name shall be removed from such register by the Circle Inspector.

CHAPTER IV.

Famine Relief Works.

Two kinds of famine relief works.

24. Famine relief works are of two kinds—

(I) Civil Agency works which employ small numbers of unskilled labourers and do not require professional supervision; and

(II) Professional Agency works which employ large bodies of labourers, some of whom will generaly be skilled labourers, and require professional supervision.

I.—Civil Agency Works.

Definition.

25. Civil agency works may be managed by a civil or professional officer, and are under the control of the District Officer or Chairman of the District Board. They are distinguished from relief works under professional agency by the following characteristics:—

(*a*).—They should be not so large as to require professional ability for their laying out, or for the due organization of the labour. As a rule each project should provide for the employment of not more than 300 labourers for three months.

(*b*).—They should be suitable for the employment of unskilled labourers who are only accustomed to dig or carry earth.

(*c*).—They should be sufficiently numerous to supply labour tolerably near to the homes of those who require it. For instance, there should be approximately one work for each 16 square miles of the affected tract.

(*d*).—The wages given shall be governed by the principles laid down in Chapter XIV of this Code.

Relief works carried out by the District Board under the District Engineer and his staff, if they satisfy the above conditions, may be classed under this head.

Programme of relief works to be prepared for districts liable to famine.

26. For each district containing areas reported under section 3 to be liable to famine, the District Officer shall, as soon as possible after the publication of these

rules, prepare, thana by thana, a programme of such civil agency works as it is intended to carry out in the event of famine or scarcity, together with a rough forecast of the number of labourers who can be employed on each of them, and shall submit to Government, through the Commissioner of the Division and the Director of the Department of Land Records and Agriculture, a revised programme, complete up to date, in April each year. They should, as far as circumstances admit, consist (*a*) of agricultural works calculated to increase the outturn of the proximate harvest or harvests, *e.g.*, the construction of wells, the digging and clearing of village tanks, the construction of irrigation reservoirs or channels; (*b*) of roads which have to be constructed, raised or repaired. It is highly important, especially at the beginning of a famine, that the tendency to migrate or to wander aimlessly should be checked: and with this object the programme of relief works should be so arranged that work may be available for any one who requires it within such a distance from his home that he may be able to go to it every morning and return home every evening after completing his task.

An officer to be placed in charge of the work.

27. An official shall be placed in charge of every separate civil agency work either by the District Officer or Chairman of the District Board or by an officer to whom he may have delegated the power.

Responsibilities of officer in charge.

28. The officer in charge of a work shall be responsible for the following matters:—

(1) The admission of applicants.
(2) The classification and treatment of labourers.
(3) The provision of tools and shelter.
(4) The adjustment of rates.
(5) The payment of wages.
(6) The supply of food.
(7) Market arrangements.
(8) The hearing and investigation of complaints.
(9) Hospital inspection.
(10) The care of children and infirm persons unfit for work.
(11) The submission of special reports.

Admission of applicants.

29. At every work a place shall be fixed for the admission of applicants. Such place shall be marked by a flag and shall be visited twice a day, at morning and midday, by the officer in charge, or one of his subordinates, who shall classify the applicants and draft them, if fit for labour, on the relief work.

Allowance before commencing work.

30. All persons, being *bonâ fide* applicants for labour, or relatives depending on such applicants, who arrive at the relief work in the morning shall, in addition to the full working wage which will be paid in the evening, receive half the minimum wage on admission, and shall be allowed, if they desire, to take a meal before commencing work. Those who arrive in the evening shall, under the same conditions, receive on admission the full minimum wage.

Classification of labourers.

31. All Civil Agency works are open—

(*a*) to able-bodied persons accustomed to labour;
(*b*) to able-bodied persons not so accustomed;
(*c*) to persons not able-bodied, but fit for light employment of the kind required at the work.

Persons to be retained on Civil Agency works.

32. All applicants for admission to Civil Agency works shall be received, but those who come under class (*a*) shall be drafted from time to time to Professional Agency works, when any such have been opened and designated for the purpose of receiving such drafts.

Drafting of labourers to Professional Agency works.

33. In selecting the labourers who are to be drafted to Professional Agency works, regard shall be had to the distance of such works from the labourer's home, and to the number of women, children, and infirm persons dependent on, or belonging to, the family of such labourer.

Information about Professional Agency works.

34. The District Officer shall, from time to time, instruct the officer in charge of a Civil Agency work as to the Professional Agency works to which able-bodied labourers may be drafted, and regarding the maximum number which may be so drafted.

Payment-by-results to be introduced.

35. The system of payments-by-results or piece-work may be introduced where it is suitable. Persons unaccustomed to labour, or weakly persons, shall, as far as possible, be separated from able-bodied labourers accustomed to labour and provided with suitable work, and remunerated in accordance with the rates prescribed in section 152.

Gangs of labourers.

36. Labourers should be permitted and encouraged to form their own gangs under a headman or paymaster appointed by themselves. When they do not do so, the officer in charge should form them into gangs, allowing the members of a family, or of the same vicinity, to work together as far as possible.

Transfer of labourers.

37. In drafting persons to other works, the officer in charge shall observe the following rules:—

(1) The drafts shall ordinarily consist of not less than twenty persons.

(2) A numerical roll of men, women, and children shall be sent with all drafts with the reason for sending them.

(3) The draft shall be placed in charge of a trustworthy official, to whom shall be given money sufficient to support the members of the draft until they reach the work. If necessary, a police guard may be sent with the draft.

(4) On reaching the work, such official shall make over the gang, with the roll, to the officer in charge, who shall at once compare the roll with the draft and satisfy himself by inspection and enquiry that the draft has been properly fed *en route*.

(5) If the officer in charge finds everything in order, he shall sign the numerical roll, certify the expenditure, and return it to the official in charge of the gang.

(6) If the draft received does not correspond with the roll, he shall note the difference, and cause the official aforesaid to explain it, and then transmit the roll and the official's explanation to the officer who despatched the draft.

(7) If complaints of ill-treatment or insufficient feeding are made by any persons in the draft, he shall enquire into the complaints, and shall note his finding on the roll, and may refuse to certify the whole or any portion of the expenditure.

If necessary, precautions must be taken against desertion on the road.

Tools and shelter for labourers.

38. The labourers' camp or camps shall be selected with as careful regard as possible to sanitary conditions, with reference to which the sanitary and medical officials should, whenever an opportunity occurs, be consulted.

Huts.

39. If it is considered necessary to make huts for the labourers, hutting materials should be provided in sufficient quantity. The District Officer shall satisfy himself that shelter is provided where it is necessary. Proper arrangements must be invariably made for latrines.

Residence in camp.

40. Residence in camp is compulsory for all labourers on Civil Agency works whose home is not within a resonable distance

Tools.

41. The District Officer, before opening a work, shall see that proper tools are provided.

Adjustment of rates.

42. The officer in charge shall watch the variations in the price of food, and shall adjust the rates of wages in accordance with the rules laid down in Chapter XIV whenever the variation is not less than 10 per cent.

Payments of wages.

43. Labourers in classes (*a*) and (*b*) (section 31) should, as a rule, be paid at first daily, afterwards twice or thrice a week, for which purpose they may be divided into two or more sets, who shall be paid on different days. In no case shall payment be made less often than once in seven days.

Payment when to be made daily.

44. Labourers in class (*c*) (section 31) shall be paid daily.

Mode of payment.

45. The officer in charge shall be responsible that every labourer receives the wage to which he is entitled. Payment may be made for piece-work to the head of each gang, but in all other cases must be made individually.

To be made in cash.

46. All wages must be paid in cash unless food cannot be procured in the local market, in which case uncooked rations on the scale prescribed in Chapter XIV may be given in lieu of wages.

Day for which to be paid.

47. The minimum wage prescribed in section 148 shall be paid to labourers or *bonâ fide* applicants for employment on the work—

(*a*) for all days occupied in classification, medical inspection, or the like;

(*b*) for any days on which work is stopped by order on account of weather or other causes.

Fines.

48. Fines may be imposed for short work, provided that the daily payment does not fall below the minimum wage. In the case of contumacious refusal to perform all work, payment may be made in proportion to the work done. Any labourer persisting in such conduct may be sent to the poor-house.

Supply of food.

49. When an officer receives orders to undertake any relief work, he should make an immediate estimate of the amount of food which will be required for the number of labourers to be employed, and should notify the same to the district officer. He shall from time to time, as circumstances may require, vary such estimate, and shall report weekly or oftener, if necessary, to the district officer the condition of the supplies sent and the rates at which they are sold.

Market arrangements.

50. When it is necessary to have a market for the supply of food at a relief work, the officer in charge shall see—

(*a*) that the shop-keepers are provided with suitable and healthy accommodation;
(*b*) that the weights and measures used are fair;
(*c*) that the articles supplied are fit for human food;
(*d*) that the current prices are written up and notified daily in the market.

If it shall appear to him that the current prices are excessive, he shall report the matter to the district officer.

Hearing of complaints.

51. The officer in charge shall give daily opportunity to labourers and others employed or supported at the work to make complaints or bring forward grievances, and shall make due enquiry into every case which appears to require investigation.

Hospital accommodation.

52. Hospital accommodation shall be provided at every relief work for the sick. If there is no medical officer on the work, his duties shall be performed, as far as may be, by the officer in charge, who shall send all cases of serious illness to the nearest place at which medical treatment is obtainable. The hospital shall be inspected daily.

Care of children and infirm.

53. Labourers' children unfit to work shall be fed in kitchens and put in charge of nurses while their parents are engaged in work. Rules regarding children's kitchens will be found in Chapter VI. Infirm persons unfit to work, who apply for relief, shall receive the minimum wage prescribed in section 148, and if dependent on labourers employed on the work, shall be allowed to remain on such work so long as such labourers are so employed: if not so dependent, they may be drafted to a poor-house or entered in the register of gratuitous relief and relieved at their homes under the rules contained in Chapter III.

Submission of progress return for relief work.

54. The officer in charge of a relief work shall make a progress return in Form 1 appended to this Code for each week ending on Saturday night.

In the controlling office (*e.g.*, the Collector's or Subdivisional Office) this return shall be recast in Form 2.

Report to accompany progress return.

55. He shall also state—

(*a*) the physical condition of the labourers, of those seeking relief, and of the neighbouring population;
(*b*) the numbers who have been rejected from the work, and the reasons for rejection;
(*c*) the causes of any refusal to work or failure to accomplish the full task, and the action taken;
(*d*) the sufficiency or insufficiency of the scale of wages of payment for piece-work;
(*e*) any other information which it is expedient to communicate to his superiors.

II.—Professional Agency Works.

Definition.

56. Professional Agency Works are those which from their nature require the supervision of a trained Engineer Officer, whether he be an Executive Engineer of the Public Works Department, or a District Engineer. The characteristics of this class of works are:—

(*a*) they should be of such a character as to require engineering skill in laying out or in organising;

(*b*) they should be on a larger scale than Civil Agency Works; and should employ only able-bodied labourers. They should be ordinarily sufficient to provide employment for a period of six months to the maximum number of persons who may need relief in a famine area, in accordance with the information furnished by the Commissioner under section 3. As a general rule there should not be more than one such work to a sub-division;

(*c*) they need not, like Civil Agency Works, be confined to the employment of unskilled labourers;

(*d*) the contract system should be prohibited, but the method of payment by the piece may be introduced with advantage, provided that it is optional with the labourers to choose between it and the daily wage, and that the rates for piecework should be so fixed as to give only a little more than the ordinary daily wage in return for the quantity of work likely to be performed.*

N. B.—1. Railway projects are not suitable as relief works unless the embankment itself would be useful as a feeder-road, even if no rails are laid upon it.

2. If a public work, sanctioned as such, is transferred to the list of Professional Agency Works, it is not necessary that the whole of the work should be utilized for relief purposes and brought under the rules of Chapter IV, Part II.

Programme of relief works.

57. It is the duty of the Commissioner of the Division, in communication with Superintending Engineers on the one hand, and District Officers on the other hand, to prepare, under the sanction of Government, a programme of famine relief works as described above for each sub-division of a district containing areas reported under section 3 to be liable to famine. The programme shall be revised, and a copy of the revised programme, complete up to date, shall be furnished to the Chief Engineer in charge of the Public Works Department of Government in April each year.

Order of undertaking works.

58. When any works in the programme of Professional Agency Works have been sanctioned and funds allotted for them in the current year, those works should be opened as relief works in the first case, and others in the list should be undertaken when the first are exhausted.

Redistribution of work.

59. When the Local Government decides that professional relief works are to be undertaken, the Commissioner shall, in communication with the Chief Engineer, determine in what order (subject to the preceding rule) each work is to be set in hand. He shall then arrange for the redistribution of works, funds, and establishments accordingly; and such redistribution may, in urgent cases, be carried into effect in anticipation of the Local Government's sanction.

Emergent Budget.

60. If the funds assigned in the Public Works Department Budget for the current year, or if the existing establishment, be insufficient, the Chief Engineer shall submit an emergent budget with as little delay as possible for the sanction of the Local Government.

* *See* paragraph 132, Famine Commissioners' Report, Part I, and Section 150 of this Code.

61. The Superintending Engineer or Inspector of Works shall be responsible for issuing timely and ample instructions to the proper officials for the provision of tools, treasure chests, small coin, and other requisites for the conduct of the selected works.

Provision of tools, &c.

62. The officer in charge of a work shall give timely notice to the District Officer—

Report to District Officers.

(*a*) of the date on which such work will be ready for the admission of the labourers;
(*b*) of the date on which it will probably close;
(*c*) of any sickness or other occurrence which renders it advisable to stop admissions to such work;

and shall keep such District Officer informed from time to time of the condition of the work, the number of labourers on it, and the number which can be admitted to it.

63. In drafting persons to other works, the Engineer in charge shall observe the rules laid down in section 37.

Transfer of labourers.

64. The officer in charge of a relief work shall forward to the District Officer a progress return in Form No. 1 for each week ending on Saturday night.

Progress return for relief work.

In the Controlling Office (*e.g.*, the Collector's or Subdivisional Office) this return shall be recast in Form 2.

65. He shall also state—

Report to accompany return.

(*a*) the physical condition of the labourers, of those seeking relief, and of the neighbouring population.
(*b*) the numbers who have been rejected from the work, and the reasons for rejection;
(*c*) the causes of any refusal to work, and the action taken;
(*d*) the sufficiency or insufficiency of the scale of wages or payment for piece-work;
(*e*) any other information which it is expedient to communicate to his superiors.

66. The Superintending Engineer or Inspector of Local Works may order a copy of such return to be sent directly to him by all officers in charge of works.

Channel for submitting it.

CHAPTER V.

The Poor-house.

67. A poor-house is an enclosure within which cooked food is distributed gratuitously to inmates on the condition of residence within the enclosure.

Definition.

68. The persons for whom this provision is intended are mainly—

Persons to be admitted.

(1) persons who have no homes or have cut themselves adrift from their homes, and are unfit for employment on works;
(2) persons who, being fit for employment on works, refuse to labour;
(3) professional beggars who find the sources of private charity dry up in a famine;
(4) other applicants for relief, of whom it is doubted if they are really in want, and to whose case willingness to reside in a poor-house is applied as a test.

69. Inmates once received into a poor-house shall be kept there: if of the first class, until they are fit for work or to be sent to their homes; if of the second, until they consent to work; if of the third class, till private charity can again be relied on to feed

Inmates to be kept in compulsorily.

them; if of the fourth class, till they have proved their necessity by submitting to the test.

Number.

70. The number of poor-houses to be established in any district shall be determined by the District Officer with the sanction of the Commissioner. In the earlier stages of famine, one poor-house will be sufficient for each sub-division of a district; if the famine is severe, there should be one for each relief circle.

Supervision.

71. The poor-house shall be managed by a Superintendent, assisted by such staff as is necessary to keep the accounts and registers and to enforce discipline. It shall be directly under the Sub-divisional or Circle Officer. He shall be assisted by a body of visitors who shall be appointed by the District Officer, and shall join with him in supervising the administration. These shall ordinarily be chosen from the members of the District or Local or Municipal Boards, or shall be Revenue or Police Officers of the locality, or some other officials of a similar position.

Site.

72. The site of the poor-house should be chosen with regard to the following circumstances:—

(1) it should be within easy reach of the head-quarters of the visitors;
(2) it should be situated on the outskirts of the head-quarters of the sub-division or relief circle;
(3) the situation should be healthy;
(4) the drainage should be good;
(5) an ample supply of water for drinking and bathing purposes should be available.

It should be surrounded by an enclosure such as not to be easy to surmount, but not so formidable as to make it resemble a jail, since the authorities, for the keeping the residents inside, should rely not so much on the wall as on the certainly that the patrol will catch and bring back wanderers and beggars. There should be only one entrance to the poor-house: a peon should always be on duty there to check ingress or egress. There should be to every poor-house a superintendent and a writer, with sufficient assistance to enforce discipline and keep the accounts and registers. The menial establishment should consist of cooks, water-carriers, sweepers, &c., the paupers themselves being utilized in this work as well as in grinding the flour for their food as far as possible.

Hospital.

73. To each poor-house shall be attached a hospital, which shall be placed as near the poor-house as is consistent with health. The hospital shall be in charge of a medical officer.

Closing of the poor-house.

74. When it appears to the District Officer that a poor-house should be closed, he shall determine a date for the closing of such poor-house, and shall direct that no one shall be admitted after that date; and that all inmates who are fit for work shall be dismissed.

He shall also arrange for the transmission to their homes, or the support by private charity, of such inmates as are unfit for work and incapable of supporting themselves.

Rules for administration.

75. In case the famine becomes very severe, and starving people resort to poor-houses in very large numbers, the organisation must be more elaborate. In this case a special set of rules is provided in an Appendix to this Code.

CHAPTER VI.

KITCHENS FOR CHILDREN.

Relief in children's kitchens.

76. Experience having shown that starving parents cannot, in times of severe famine, safely be entrusted with the means of relieving their children, it is essential that a daily supply of cooked food should be issued to them under proper supervision.

Method of effecting it.

77. For this purpose villages should be grouped into circles not more than 5 miles in diameter, so as to admit of the children coming or being brought daily to the central village in the morning, and returning to their homes in the evening. In the most central village of each circle should be erected a kitchen and feeding sheds; if necessary, a small shed may be erected in the vicinity of the kitchen to afford sleeping accommodation to homeless children.

Treatment of children abandoned by their parents or guardians.

78. Children abandoned by their parents or guardians should, if old enough, be sent to a suitable relief work, and, if too young to work, should be admitted to the nearest children's kitchen. A Register should be kept of all children admitted to the kitchen (see Form 3), and in it all the information procurable as to the parentage and villages of the children should be entered, in order to facilitate the tracing out of their parents or natural protectors, and the future restoration of the children to them.

Materials to be used in construction of kitchens, &c.

79. The outer and partition walls of kitchens should be built of mud or any suitable form of fencing which may be stiff enough to prevent egress and ingress. A ditch should be dug round the whole enclosure so as to prevent superficial drainage into the enclosures and to carry it off from the interior, for which purposes small open drains can be made leading into it from the enclosures; the floors of the eating sheds should be raised above the surrounding surface to ensure proper supervision.

Maximum number of children in one kitchen.

80. The number of children attached to one kitchen should not exceed 300.

Children's tickets.

81. Every child on first admission to a kitchen shall be furnished with a tin ticket, on which are to be stamped the number of the kitchen, the number borne by the child in the kitchen register, and the letter M with the number of its mess.

Loss of tickets.

82. These tickets must be worn suspended from the child's neck when it presents itself for admission at meal time. To check careless loss of tickets, a child should be punished for loss of its ticket by withholding one issue of condiment, soup, or sugar. Lost tickets must be replaced by the Circle Inspector, and in case of removal of a child from the kitchen register, its ticket should be returned into store and given by the Superintendent to his Circle Inspector, who shall retain it; a ticket should never be re-issued to any but the orginal holder. Example: if No. 5 has been removed, and at the time of admission there are 50 on the register, the next child admitted shall be numbered 51. The object of this rule is to ascertain the total number of the children who obtain relief in a kitchen.

Eating utensils.

83. Utensils sufficiently large to contain the ration prescribed for the mess to which a child is attached will be furnished to each child on its admission to a kitchen; they are not to be removed from the kitchen premises; and care must be taken that the utensils

of one section do not get mixed with those for the use of another section. A stout basket should be provided for each mess in which its utensils should be kept when not required for use.

Classification of children into messes.

The following plan has been found to work well: divide the children into castes; allot to each caste a separate feeding space marked by a suitable flag—white, blue, red, or green, &c.

84. To facilitate the issue of the cooked rations, children of each section may be classified into messes according to their ages. All members of a mess will receive the same ration. There should be four messes—

M. 1. Consisting of children from 9 to 12 years of age.
M. 2. Consisting of children from 6 to 9 years of age.
M. 3. Consisting of children from 3 to 6 years of age.
M. 4. Consisting of children under 3 years of age.

Note.—Children of the 4th mess are often unable to feed themselves; such children are usually in the charge of some bigger child; the issue of rations to such children should be deffered until the elder child has finished its meal; it will then receive the ration of the little child in its charge and feed it under the special observation of the mess-cook. In the very rare cases of such a child having only an audit relation to feed it, the same course can be pursued, with this difference that the admission as well as feeding of the child will be deferred till all the other children have left the enclosure, and it will be fed under the personal supervision of the gomastah.

Admission of children for meals.

85. There should be two meals, morning and afternoon. Half an hour before meal-time the Superintendent shall commence to call the Attendance Register, Form 4. As soon as a child's name is called, it should enter the enclosure and obtain from its mess-cook its eating utensils, and then sit down in its usual place in the eating shed of its mess. Children of the fourth class who are unable to take care of themselves should be admitted along with the child in charge.

Removal of cooked food prohibited.

86. The removal of cooked food should be strictly forbidden.

Permanent establishment.

87. The establishment shall be as follows for each kitchen containing 300 children:—

1 Superintendent.	2 Cooks.
2 Warders.	2 Scavengers.
3 Waterwomen.	

Note.—The number of cooks beyond the fixed minimum shall be increased in the ratio of one for every fifty or fraction of fifty children—up to the maximum of six for a kitchen. The children in each section shall, as far as possible be equally divided amongst the cooks appointed to it, having regard to the, retention of intergrity of messes. One cook must not prepare food for a portion of a mess in addition to the mess or messes which are specially allotted to him, otherwise the rations of different messes are likely to get mixed up, and responsibility is not limited.

Position and duties of Superintendent.

88. The Superintendent shall be under the immediate orders of the Inspector of the circle in which the kitchen is situated. He shall obtain daily, on indent from an agent appointed for the purpose, the supplies required for his kitchen; one copy of the indent shall be left with the agent to be given up on payment of the articles indicated on it. The Superintendent shall personally weigh and distribute the raw rations for each mess: these issues shall be made twice daily. After the morning issue he shall place the remaining raw supplies under lock in the store-room of the section for which they have been procured. After the issue of the raw rations he shall give out to each mess-cook the eating utensils in use by his mess or messes, and after each meal he shall inspect the utensils to ascertain that they have been cleansed, and after he has seen them put into their respective baskets, he shall lock them up in the store-room. Half an hour before meal-time he

shall commence to call the roll or attendance register, and shall supervise the issue of the rations and remain till the kitchen is closed. He shall submit weekly to the village Circle Inspector an abstract of his kitchen register, and shall be held responsible for the discipline of his kitchen, the carrying out of regulations, and the condition of the children.

Duties of a warder.

89. Warders shall be appointed to each section of the kitchen; they shall maintain order among the children, and shall observe, as far as possible, the issue of the rations and at once report to the Superintendent if they consider a short ration is issued. At the close of each meal they shall carefully inspect each child as it goes out to see that neither cooked food nor utensils are removed; they shall also ascertain that the servants on leaving the kitchen do not take away any food or utensils belonging to the kitchen. One warder must always be on the premises of the kitchen to prevent unlawful egress or ingress, and they shall sleep in their respective sections every night.

Duties of cooks.

90. The cooks shall carry the supplies required for their respective sections; they should be present one hour and a half before each meal to receive the raw rations and eating utensils of their respective messes, and shall cook and distribute the food. After each meal they shall collect and cleanse the eating utensils of their messes and replace them in the store-room of their sections. As soon as this is done, they shall leave the kitchen premises till again required to be present.

Duty of water-carriers.

91. The water-carriers shall thoroughly sweep out their respective sections; the rubbish they collect shall be deposited in a fixed place for their removal by scavengers. They shall also cleanse their sections after each meal; they shall supply the filters for drinking and culinary purposes, and all water required in their respective sections during meal-times; they shall move among the children ready to supply water to any child asking for it.

Cooks and water-carriers how to be chosen.

92. The cooks and water-carriers must be chosen with reference to caste requirements.

Scavengers.

93. It will be found necessary to daily cleanse the ground round the kitchen, and also to have the latrine areas cleaned after each meal, and the ordure removed and buried or burnt.

Contingent charges.

94. Under the head of "Contingent charges" are included cost of firewood, cooking pots, small repairs to sheds, fences, &c.; the simplest method of supplying firewood and pots will probably be to allow the Superintendent a fixed sum for each 50 children. The Superintendent shall keep an account of expenditure under these heads.

General remarks—Inspection of kitchens.

95. Independently of official inspections, encouragement should be given to a few men of position and reputation and residents in the circles to visit these kitchens and to record their impressions in a book which should be kept by the Superintendent.

Payment of food contractors.

96. The agent at his option can either be paid locally in cash by the Circle Inspector, or at the Sudder or Sub-divisional treasury, on presentation of his copy of Indent, countersigned by the Circle Inspector.

CHAPTER VII.

Other Measures of Relief.

Relief to respectable men.

97. So far as may be, consideration shall be shown to persons of respectable position and family who are reduced to starvation. Such persons shall not be forced to labour on the works, but shall, wherever possible, be employed as overseers of gangs, supervisors, accountants or clerks on the works. If no suitable work can be found for them, they may be admitted by order of the Circle Inspector to gratuitous relief. A list of all such persons so admitted shall be sent weekly to the district officer.

Relief to artizans.

98. Artizans who require relief shall be employed as far as possible in their own trades on the Professional or Civil Agency works, and in localities where the members of any particular trade or calling are numerous. Preference may be given to works which will provide employment for men of such trade or calling.

Relief to weavers.

99. In localities where weavers are numerous, the Circle Inspector shall arrange for the distribution of thread, and the payment for cloth woven, at the market price.

Price of their cloth to be raised.

100. If the market price is so low that a weaver cannot support himself, the price given may be raised, with the sanction of the Commissioner, to such an extent as may be necessary.

Money distributed to artisans should be repaid.

101. Money distributed to artisans or weavers is not to be regarded as gratuitous, since repayment should be required.

Orphans and deserted children, how to be disposed of temporarily.

102. A temporary orphanage may (if necessary) be established at the head-quarters of the district, to which shall be sent, on the closing of a poor-house or children's kitchen, any children who are left without relations, or whose relations are unknown, or, if known, cannot be compelled to support them. Such orphanages may be placed under the management of the District Board, who shall have the power to make over the children to the care of any respectable persons who wish to adopt them.

If several persons apply for leave to adopt the same child, preference shall ordinarily be given to the person, if any, who is of the religious persuasion to which such child belongs, or is believed to belong.

How to be disposed of eventually.

103. If after three months from the admission of a child to the temporary orphanage no respectable person has adopted it, such child may be sent, with the Commissioner's approval, to any orphanage or other public institution for the care of destitute children, which is willing to receive it:

Provided that in any case a child may be reclaimed by parents or near relations who have a legal right to its custody.

CHAPTER VIII.

Measures for the Protection of Cattle.

Register of cattle.

104. The following measures for the protection of cattle shall be carried out in any part of the province to which they may be considered applicable by the Local Government.

The District Officer shall, when called on by the Local Government to do so, prepare and maintain a Register showing for his district—

(*a*) the approximate number of cattle depending on pasture;

(*b*) the pasture-grounds ordinarily in use;

(*c*) the reserve pasture-grounds belonging to Government to which in times of drought the cattle can be most conveniently driven.

To be taken to fodder reserve.

105. A copy of this Register shall, when called for, be submitted to the Local Government, who shall decide annually, in concert, if necessary, with the Forest Department, to what reserves the cattle from each district may be driven in case of need.

Mode of sending cattle to reserves.

106. On receiving the orders of Government, the District Officer shall notify from time to time what reserves are, in case of drought, to be opened.

District officer shall report scarcity of fodder.

107. When it appears to the District Officer that the pasture of his district or any portion of his district is about to fail, he shall report the matter through the Commissioner to the Local Government, who may open the reserve set apart for such district.

People to be encouraged to send cattle to the reserves.

108. On receipt of the order opening the reserves, the District Officer shall inform the people of the affected tract, and shall urge them to send the cattle of their villages to the reserve opened to them.

Utilization of trees.

109. The District Officer shall at the same time arrange, if necessary, and as far as may be, for the sale of fodder along such routes as are most suitable for reaching the reserves. If no fodder is procurable, and the cattle cannot otherwise be preserved, he may order the trees (if any) fit for fodder, which are on or near the routes, and which belong to Government, to be utilized to the utmost.

Supply of water.

110. If water is deficient along such routes, the District Officer in concert with Municipal Committees, and the District or Local Boards, shall make such arrangements to supply the want as may be practicable.

Pasture reserves to be under the Forest Officers.

111. The management of the pasture reserves and the control of the cattle admitted to them shall be in the hands of the Forest Officers or other officials who ordinarily have charge of such reserves. The fees ordinarily charged for pasturage may be reduced or remitted as the Local Government may direct.

Protection of fodder in canal-irrigated districts.

112. In districts irrigated by canals, the Commissioner, in consultation with the Canal Officers, shall take such measures for the growth of fodder, and for increasing the growth of grass, by flooding the ordinary pasture-grounds or otherwise as to him may seem advisable.

CHAPTER IX.

Utilization of Forests.

Withdrawal of restrictions.

113. When any considerable Government forest or waste land exists in a tract affected by scarcity or famine, and such forest or waste land contains, in the opinion of the Commissioner of the Division, an important supply of forest produce utiliza-

ble as human food, and not available to the neighbouring population, it shall be the duty of the Commissioner to arrange for the temporary withdrawal of all restrictions tending to exclude persons in distress from the full benefit of the natural products of the forest or waste land. If the forest is under the control of the Conservator of Forests, the Commissioner shall communicate with him before making such arrangements.

Reference to Government in certain cases.

114. If such forest is in part or in whole reserved or protected forest, and subject to rules and regulations under the Forest Act which do not admit of the edible forest produce being utilized by the neighbouring population free of charge, and to the extent that the Commissioner may consider necessary, he shall apply by telegraph to the Local Government for permission to suspend, for the time being the operation of any such rule or regulation in so far as it may conflict with the objects in view:

Provided that permission shall not be given in either of the above cases to kill any animal of which the destruction is prohibited by law throughout the year:

Provided also that no such concession shall be held to permit any damage by fire or by a negligent or wasteful process of obtaining the produce sought after.

Proclamation of the concession

115. When the Commissioner shall have obtained permission to open any such Government reserved or protected forest, not aleady available to the neighbouring population in this respect for the unrestricted collection and removal of edible forest, produce, he shall proclaim the nature of the concession in all the surrounding country, specifying the areas to which the concession applies and the kinds of produce which the people may temporarily collect and remove for their personal use He shall similarly, when there is no longer occasion, in his opinion, to continue the concession, proclaim with the same publicity its discontinuance from a date to be specified in the proclamation.

Duties of Divisional Forest Officer

116. The Divisional Forest Officer shall obey any order communicated to him by the Commissioner of the Division, through the Collector or Deputy Commissioner of the district, in relation to the use and management of the Government forests under his charge in times of scarcity or famine; and shall see that there is no unnecessary and vexatious interference on the part of his subordinate staff.

CHAPTER X.

Duties of Police and Local Officers.

Periodical reports to be submitted by Police Officers in ordinary times.

117. The District Superintendent of Police shall require all Police Officers in charge of stations and outposts in the district to submit, in ordinary times at periods to be fixed by him from time to time in communication with the Magistrate of the district, a report on the following matters:—

(1) the amount and distribution of the rainfall;
(2) the character of the weather;
(3) the progress of agricultural operations;
(4) the condition of the standing crops;
(5) the outturn of the crops at time of harvest [to be estimated in annas (16 annas denoting an average crop, 20 annas a bumper crop)];
(6) the condition of the grain stocks;

(7) the prices of rice and other principal food-grains (quantity obtainable for a rupee);

(8) the state of the people—existence of any scarcity or distress, whenever it may occur;

(9) the health of the people;

(10) any failure in the supply of fodder, the presence of disease, or the occurrence of any unusual mortality among the cattle.

Whenever cause for apprehension arises, or when specially directed by the Magistrate to do so, the District Superintendent of Police shall submit the original reports with his own remarks to the Magistrate of the district.

Special returns in time of scarcity and famine.

118. In seasons of scarcity and famine, the reports prescribed in the preceding section shall be submitted weekly, and the District Superintendent of Police shall require all Police Officers in charge of stations and outposts to submit special reports from time to time on the following additional matters:—

(1) Increase in crimes which may be attributed to a general rise in prices or scarcity of food.

(2) Wandering of needy or starving persons.

(3) Migration or immigration from, or to, the area under their charge.

(4) Deaths believed to be due to want of food.

(5) Cases of starvation or severe want.

(6) Decrease in the above symptoms of scarcity.

The District Superintendent of Police shall submit these original reports with his own remarks to the Magistrate of the district, and furnish the Sub-divisional Officer with copies of their reports.

Explanation of rise of prices above 20 per cent.

119. Where the prices of rice and other principal food-grains, referred to in clause (7) of section 117, rise above 20 per cent. over the normal rates, an explanation should be submitted by the District Officer to the Commissioner of the Division.

Local Officers.

120. Wherever patwaris or village accountants are appointed in temporarily-settled districts, they shall in times of scarcity be constituted Local Officers under this Code, and shall be called upon by the Collector to submit weekly reports of the nature prescribed in section 118.

Shall visit lanes and bye-ways.

121. The District Superintendent shall, in times of severe famine, organise a system of patrol to visit the lanes and bye-ways of towns and villages, rest-houses or serais, as well as the main roads, in order to conduct starving wanderers to the nearest relief work or poor-house, or if they are unable to go so far, to the headman of the nearest village, for the purpose of receiving relief.

Shall take precautions to protect grain.

122. He shall take extra precautions for the protection of markets and all places where grain is stored, and shall place special patrols on lines of communications along which grain is carried.

Shall require extra force if required.

123. He shall report from time to time to the Magistrate of the District what increase (if any) in the force under his command is needed. If any increase is made, he shall take the necessary steps for reducing the force when the increase ceases to be required.

124. Every Police Officer in charge of a station or outpost in a famine-stricken area shall be furnished with a sum of money sufficient to enable him in urgent cases to supply food to starving wanderers. The Superintendent of Police shall obtain from the Magistrate of the District the funds necessary for this purpose.

Shall take advance to supply food in urgent cases.

125. It shall be the duty of the Police to see that persons found dead by the roadside are properly buried or burnt by the village authorities.

Shall remove dead on roadside.

CHAPTER XI.

Duties of District Boards.

126. In the Resolution of this Government, Revenue Department, dated 24th January 1890, the following principles were laid down as to the duties of District Boards in times of scarcity and famine:—

District Boards must be regarded as forming an integral part of the administration, and it becomes their duty, as it is that of other departments of Government in time of serious scarcity, to subordinate the ordinary objects and methods of their expenditure to the special consideration of saving life. District Boards are the primary agency available for coping with famine, and must be expected in such crises to direct their whole resources, subject only to the maintenance of absolutely necessary works in non-affected tracts, to affording relief. This primary obligation having been carried out, it remains for Government to supplement the resources of Boards, if necessary, so as to enable them not only to combat famine, but also to perform their ordinary functions connected with the up-keep of district communications. Before, then, an appeal is made by the Boards to Government for funds, all possible expenditure, beyond that absolutely necessary for bare maintenance and establishment charges, should be diverted from non-affected to affected areas, and on the opening of relief operations, the district budgets should be remodelled with this object.

The first charge for Relief works to fall on District Boards.

127. The relief operations carried on by District Boards, whether in the form of—

Gratuitous relief,
Poor-houses,
Kitchens for children, or
Relief works, (whether Civil Agency or Professional Agency).

shall be regulated by the provisions, and their officers shall be subject to the rules, laid down by the Local Government in this Code.

Who shall be guided by this Code.

CHAPTER XII.

Duties of Medical Officers.

128. The Chief Superintending Medical Officer of the province shall, in times of scarcity, require Medical Officers in civil charge of districts to submit special monthly reports to himself and to the District Officers on the following matters:—

Chief Superintending Medical Officer shall require special return.

(1) increase of illness and disease believed to be due to want of food;

(2) number of cases of death due to want of food, or illness induced by want of food, which have been brought to his notice;

(3) number of in and out-patients received in the hospitals or dispensaries of the district, and in any special famine hospitals which may be under the control of his subordinates, with such details of the cases as may be required for the information of the Local Government;

(4) the distribution of the subordinate medical staff and any increase to it that may be required.

Shall send abstract to Local Government.

129. He shall submit a monthly abstract of these reports to the Local Government.

Shall regulate diet for famine patients.

130. He shall issue such special instructions as are necessary and advise the Local Government regarding any alterations he may consider necessary in the rules for the treatment of famine patients and in regard to their diet, and may in case of urgency issue direct any special instructions which he may consider necessary.

Shall supervise medical arrangements.

131. He shall, if necessary, personally inspect and supervise the medical arrangements for famine relief, and shall be responsible that such arrangements are duly made in all districts.

Shall report when staff is deficient.

132. Whenever an increase to the medical staff of any locality appears necessary, he shall report the matter to Government, suggesting the measures necessary, with suggestions as to the means by which it can be increased.

Shall submit a general report.

133. At the end of any period of severe scarcity or famine, he shall submit a general report on the operations of his department in connection with famine relief.

Duties of Medical Officers in Civil charge.

134. The Medical Officer in Civil charge of a district shall send copies of the monthly reports required under section 128 to the District Officer, and shall also be responsible for reporting to him all cases of death, starvation, or illness due to starvation, which may come to his knowledge.

Shall inform District Officer of any defective arrangements.

135. He shall bring to the immediate notice of the District Officer any cases in which he has reason to believe that sanitary arrangements connected with special famine institutions are not on a proper footing.

Shall inspect.

136. The Medical Officer in civil charge of a district shall, if required by the District Officer, inspect the labourers and visit the hospitals at relief works or poor-houses, and shall aid the civil authorities in making the necessary arrangements for sanitation and for the proper care of the sick.

Medical Officer attached to relief works.

137. A Medical Officer or subordinate competent for independent charge should, if possible, be attached to every poor-house and large relief work.

Shall have charge of hospital established under section 52.

138. The Medical Officer on a work shall have charge of the hospital established under section 52. He shall also constantly visit the relief work, inspecting the labourers and treating any cases which do not necessitate the patient's removal to hospital. He should also inspect the water-supply and the conservancy arrangements.

Procedure in case of dispute.

139. If any dispute arises between the Engineer or Civil Officer in charge of a relief work and the Medical Officer attached to the same regarding any matter connected with hospital management, sanitation or the health of the people on the works, the

Engineer or Civil Officer may, if he thinks fit, refer the matter in dispute, through the District Officer, to the Chief Civil Medical Officer of the province. But, pending the reference, he shall be bound to act in accordance with the Medical Officer's opinion.

Medical Officer shall report insufficient allowance of food.

140. If the wage paid or the ration given on any relief work in any famine institution appears to the Medical Officer in charge of the district or of the work or institution to be insufficient for the support of the labourers or inmates, the Medical Officer may report the matter to the district officer, who may order the ration to be increased pending the order of the Commissioner, to whom the matter shall be reported.

CHAPTER XIII.

Duties of the Director of the Department of Land Records and Agriculture, Bengal.

Periodical inspection.

141. It shall be the duty of the Director of the Department of Land Records and Agriculture and his assistants to ascertain by periodical inspection that the system for the supply of information from police and local officers prescribed by section 117 and section 120 is being efficiently and properly worked in each district, and to report to the District Officer and any other authorities whom the Local Government may direct any defects in its working.

Compilation.

142. It shall be the duty of the Director to compile and collate periodically in an intelligent form the facts and statistics which are derived from the system established for the provision of the information of the character above described. For this purpose he should have full access under such rules as may be laid down by the Local Government to any statistical and agricultural returns and reports which are submitted by District Officers to the higher revenue authorities.

Agricultural information.

143. It shall be his duty to prepare from time to time after an examination both of Settlement reports and other similar sources of information which may be available, as well as of the information periodically collated in his own office, a statement of the agricultural circumstances of each tract of the Province and of the measures, if any, which are in his opinion required to improve the agricultural efficiency thereof.

Revision of Code.

144. The Director is the officer to whom the Government will primarily look for the revision and correction of this Code and for making suggestions from time to time as to the improvement of the system for Famine Warning and Famine Relief.

CHAPTER XIV.

Wages and Rations.

Full ration.

145. The full ration prescribed under this Code as sufficient to maintain able-bodied labourers in health and strength is—

	For a man. lb	oz.	For a woman. lb	oz.	For children.
Flour of the common grain used in the country or cleaned rice	1	8	1	4	$\frac{3}{4}$, $\frac{1}{2}$ and $\frac{1}{4}$ rations according to age and requirements.
Pulse	0	4	0	4	
Salt	0	$\frac{1}{2}$	0	$\frac{1}{2}$	
Ghee or oil	0	1	0	$\frac{1}{2}$	
Condiments and vegetables ...	0	1	0	1	

Minimum ration.

146. The minimum ration for labourers under this Code is—

	For a man.	For a woman.	For children, not being infants, below 14.
	lb. oz.	lb. oz.	
Flour of the common grain used in the country or cleaned rice	1 0	0 14	$\frac{3}{4}$, $\frac{1}{2}$ and $\frac{1}{4}$ rations according to age and requirements.
Pulse	0 2	0 2	
Salt	0 $\frac{1}{8}$	0 $\frac{1}{8}$	
Ghee or oil	0 $\frac{1}{8}$	0 $\frac{1}{8}$	
Condiments and vegetables ...	0 $\frac{1}{2}$	0 $\frac{1}{2}$	

Penal ration.

147. The penal ration prescribed for labourers sent to a poor-house for refusing to work is—

	For a man.	For a woman
	lb. oz.	lb. oz.
Flour, grain or rice ...	0 14	0 12
Pulse	0 1	0 1
Salt	0 $\frac{1}{4}$	0 $\frac{1}{4}$

NOTE—The flour should be that of the coarsest cereal or millet ordinarily consumed and commonly purchaseable in the bazar; where rice is made the standard of wage, if should be cleaned rice. The price should be that at which the flour or rice is sold at the bazar attached to or nearest to the relief work; if flour is not sold, the price should be based on that at which the grain is sold. In calculating the price of flour, it should be remembered that flour is always dearer than the grain of which it is composed.

Minimum wage.

148. The minimum wage under this Code is the amount of money which, at the current rates authorized by the District Officer, is sufficient to purchase a minimum ration.

Definition of full wage.

149. The full wage under this Code is the amount of money which at the current prices is sufficient to purchase a full ration.

Payment for Professional Agency works.

150. Payment for labour on Professional Agency works may be made by the piece-work system ordinarily in force in the Public Works Department, provided that the rates are so fixed that the sum which a labourer can ordinarily be expected to earn by a fair day's labour shall in no case be less than the full wage prescribed in section 149, and shall exceed it only by about ten per cent.

Payment for Civil Agency works.

151. Payment for labour on Civil Agency works, where payment is made by results, shall be so arranged that the sum which able-bodied labourers can ordinarily be expected to earn shall be as nearly as possible equal to the full wage prescribed by section 149.

Payment for task work.

152. Payment for labour on Civil Agency works, where made according to task, shall be arranged at the discretion of the civil officer in charge:

Provided that in no case it be greater than 75 per cent. of the full wage, nor less than the minimum wage prescribed in this chapter.

CHAPTER XV.

ACCOUNTS.

Estimate of extra expenditure.

153. The Commissioner of a Division, when he has reason to believe that scarcity prevails or a famine is imminent in any part of his Division, shall submit to Government for sanction an estimate for the extra expenditure likely to be incurred with any details that he can furnish.*

* See section 4 (g.)

154. When orders have been received from Government on the estimate, and an allotment has been made, the Commissioner shall distribute the sum so allotted, at his discretion, among the districts of his Division on estimates which the District Officers are required to submit to him not later than the 15th of each month for the following month.

Distribution of allotment.

155. The Commissioner shall return the estimate after signature and alteration (if that is necessary to show the correct sum assigned locally to the District Officer, and forward at the same time a consolidated statement of the total amount assigned each month (or on each occasion) to each district to the Account Office, registering the same in his own office.

Communication of the distribution to the Account Office.

156. The Account Office shall advise each Treasury Officer what amount has been assigned to his district, and the Treasury Officer shall make payments within the amount so advised. Every payment, as soon as made, with its date, shall be entered in the treasury, under the initials of the Treasury Officer, in lump, on the reverse of the advise, which should be carefully filed, and the progressive total of the expenditure ascertained before fresh payments are made. The unexpended balance of a monthly assignment shall not lapse, but should be added to the next assignment, and may be drawn against by the authorized disbursing officer at any time before the close of the official year, or before the close of the relief operations in the district, whichever may be earlier.

Account Office to communicate the district allotments to the Treasury Officers.

157. In case a District Officer should find his assignment insufficient, he should make a supplementary application to the Commissioner, who may sanction the amount out of the balance of his divisional assignment, or, if that be exhausted, may sanction the amount in anticipation of the approval of Government, advising the several officers in the manner indicated above.

Supplementary allotment.

158. District Officers are authorized to sub-divide their district assignments amongst responsible disbursing officers (Circle Inspectors and others) who may be authorized to undertake the administration of expenditure and to draw bills upon the treasury direct. When such a distribution of the district assignment is made, the District Officer shall inform the Treasury Officer of the amount placed at credit of each disbursing officer, who shall draw money against the credit from the treasury, as required by him, on bills signed by himself. The Treasury Officer shall note the distribution on the advice received from the Account Office, and shall see that the amount thus assigned to each disbursing officer is not overdrawn, and that the total of all does not exceed the district assignment.

Sub-division of district allotment.

159. Permanent advances on a sufficient scale, which shall be fixed by Government when occassion arises, shall be allowed to the several disbursing officers, viz:—

Permanent advances.

The Commissioner, The District Officer,
Circle Inspector,

and any other special officers who may be appointed to administer relief or to conduct work requiring immediate payment. The permanent advance is to be employed in paying charges which, from the nature of the case, cannot

be held over until a regular bill is cashed at the Treasury, and officers who are granted permanent advances are at liberty, on their own responsibility, to allot portions of their permanent advances to select subordinates who have to carry out executive details on their behalf.

Permanent advances how to be drawn.

160. Permanent advances should be drawn from the Treasury by the officers authorised by Government on receipts stating the purpose and authority therefor, and should be refunded into the Treasury at the close of relief operations.

Register of payment.

161. Every disbursing officer shall keep a Register in which he shall enter the payments as they are made by him (Form 5.) This register shall show date of payment, name of the person to whom paid, number of sub-voucher and of contingent abstract, detailed heads of expenditure in separate columns, with particulars, total of each contingent abstract, total of each month's bill, date of detailed bill, date of submission with initials and remarks. Particular attention is drawn to paragraph 19 of Chapter 5, Civil Account Code.

Abstract contingent bills.

162. When the permanent advance from which the disbursing officer has been making payments appears to require recoupment, the disbursing officer shall rule a red ink line across the page of the register, add up the several columns, enter their cross-totals in the column of "Total of each contingent abstract," post the several totals in a form of contingent abstract (Form 8, Civil Account Code), detailing against each entry the numbers of the sub-vouchers, and entering in its proper place the description of charge, number the abstract bill in a separate monthly consecutive series, and then sign and date it. If the disbursing officer is authorized to draw money from the Treasury on bills signed by himself, he shall recoup the permanent advance by cashing the bill at the Treasury; otherwise he should first get the bill countersigned by the officer above him authorized to draw money from the Treasury before presenting it for payment at the Treasury. There is no limit to the number of recoupments allowed, so that, if necessary, they may be made every week or oftener.

Payments of demands in excess of permanent advance.

163. Where the permanent advance is running short a demand may be presented in excess of the balance: this item, too, should be charged in the register of payments and included in the abstract, the number given being that which the sub-voucher will bear when payment has been made (*see* note, Rule 8, Chapter V, Civil Account Code). It must be distinctly understood that a disbursing officer is only authorized to draw a sum in excess of the amount necessary to recoup his permanent advance when an actual immediate payment has to be made, and not in advance for prospective payments,—that is, he may draw such a bill when a payment in excess of the balance of his permanent advance has actually become due and has to be paid; but if he habitually finds it necessary to draw sums in excess of his advance for any other reason, he should immediately apply for an increase to his permanent advance. As the entries in this register of payments are to precede, not follow, the signing of the abstract bill, which will in reality be constructed from the register, it cannot possibly fall into arrears, so long as this procedure is followed.

Monthly detailed bill.

164. After the close of each month, the forward total of each column should be made in the register of payments, and when the

foot of the page is reached, it should be carried forward in ink to the top of the next. From these totals the monthly detailed bill shall be prepared in the same form as the abstract bill, but headed *Not payable at the Treasury*, and showing the monthly total of each column, with description (as in the abstract) of each charge; the numbers of the sub-vouchers shall be entered against each item; at foot shall be a memorandum of the number and date of every contingent abstract and the sub-vouchers included in each, and the amount charged in the bill must be agreed with the amount actually drawn from the Treasury within the month. It shall be signed by the officer, and submitted to the controlling officer, or, if there be no controlling officer, to the Account Office direct with sub-vouchers for all sums above Rs. 10, and a certificate in the following form:—

"I certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid. The grain charged for in the bill has been actually issued in gratuitous relief and in payment of relief wages as shown in the memorandum below. The rates prescribed by the Famine Code for wages and gratuitous relief have been observed. Vouchers for all sums above Rs. 10 in amount are attached to the bill. I have, as far as possible, obtained vouchers for other sums, and am personally responsible that they have been so destroyed, defaced, or mutilated that they cannot be used again."

Bills which require no countersignature.

165. From officers whose bills require no countersignature, monthly bills in adjustment of their contingent abstracts are not required; provided that they omit from the heading of the abstract bill any reference to future submission of a detailed bill, and that they attach the certificate of section 164 and all vouchers for sums in excess of Rs. 10.

Duties of the countersigning officer.

166. It is the duty of a countersigning officer to see that the charges made in the contingent bill are of obvious necessity, and are at fair and reasonable rates; that the vouchers are all received and in order; and that the calculations of those which he detains are correct; and especially that the expenditure has not exceeded the amount assigned to the officer.

Countersigning officer's register of bills passed.

167. On receipt of the monthly detailed bill in the office of the countersigning officer, its figures shall be transcribed in a register of the same form as the disburser's register, and the bill shall then be reviewed by the countersigning officer with the sub-vouchers. Any disallowance, with the number of the sub-voucher and the explanation of the objection, shall be noted on the bill at foot and in the "Remarks" column of the register, and the amount shown in the register in the column affected shall be corrected in red ink: explanation of the objection should be given on the reverse of the bill, if there is not room on the face. The countersigning officer will then take up register and bill together, enter in the former the date of admission under his initials, sign the bill, and despatch it to the Account Office with the large vouchers, and the following certificate in lieu of the smaller ones:—

"I certify that in support of every charge of more than Rs 10 made in this bill a receipt or other voucher has been given me, and is now in my possession. The receipts and vouchers for items in excess of Rs. 100 are attached to the bill, and I am personally responsible that the receipts and vouchers for all other items of more than Rs. 10 are in proper form and order, and that they have been so cancelled that they cannot be again used to support claims against Government.

Disallowance by the countersigning officer.

168. After despatch of the bill to the Account Office, the countersigning officer should communicate any disallowance to the disbursing

officer, and its amount should be, without fail, refunded into the Treasury. If the amount be subsequently passed by the countersigning officer, it may be redrawn. When a refund is made, a note of the same should be made in the disbursing officer's register, and the Treasury Officer should be careful to add the amount of refund to the balance shown on the back of the advice mentioned in section 156.

Establishments.

169. The pay of the extra establishments only which may be employed in connection with the relief operations shall be a famine charge. Bills for such establishments must be always made out in full detail on the usual establishment form, and must cite the authority of Government under which the establishment has been entertained, except when, under emergent circumstances, the previous sanction of Government could not be obtained, in which case the bill shall be paid, but the charge shall not be finally passed until the sanction of Government subsequently obtained is communicated to the account office. These charges are not to be drawn on abstract bills or be paid from permanent advances.

Extra allowances to officers deputed on famine duty.

170. The pay and the ordinary travelling allowances of officers and of establishments deputed on special famine duty are not famine charges. They shall be drawn in the usual way, and shall be adjusted against the departments to which the officers are permanently attached. But if any special allowances be sanctioned for these officers and establishments in addition to their substantive pay, they should be treated as famine charges.

Relief in grain.

171. In case it becomes necessary to grant gratuitous relief and pay relief wages in grain, the grain required for the purpose should be obtained on indent from the grain contractor appointed for the circle. The contractor shall draw out a bill weekly or more often, if he desires it, for the value of the grain supplied by him, attaching the receipts received by him for the grain so supplied to the bill as sub vouchers, and present it to the officer by whose authority the grain was supplied. The officer shall first check the bill to see that the quantities, rates, and charges are correct, enter the amount to be paid in his register of payments, and make out an abstract bill in the same way as in section 162. This abstract bill may be passed for payment at the Treasury to the contractor, or the amount may be drawn from the Treasury for payment to the contractor, or where convenient, can be paid from the permanent advance. In the monthly detailed bill in which the value of the grain is included, a plus and minus memorandum should be given, showing the balance of grain which was in stock at the end of the previous month, quantity charged for in the bill, total including balance, quantity issued in gratuitous relief and in payment of relief wages, and the balance in stock at the end of the month.

Register to be kept of grain supplied by contractors.

172. Every officer ordering the supply of grain by a contractor shall keep a register (Form 6) in which he shall enter the grain supplied as the contractors' bills are passed for payment. In this register he shall also enter the quantity issued in gratuitous relief and in payment of relief wages, any necessary details being obtained from his subordinates. At the close of each month this register shall be totalled and balanced, and the balance agreed with that of the plus and minus memorandum to be given at foot of the monthly detailed bill. If the balance be in charge of different

officers, an abstract should be entered at foot of the register showing the balance in charge of each.

Relief works by Professional agency.

173. Funds for relief works, which are conducted under the direct control of the Public Works Department shall be supplied to that Department by means of letters-of-credit issued in favour of the officers concerned on the application of the Examiner of Public Works Accounts. The officers shall draw money from the Treasury, as they require it, by cheques against their letters-of-credit, and shall submit their account of expenditure to the Examiner according to the rules of the Public Works Department.

Advances and loans.

174. Advances and loans for land improvement, &c., shall be regulated under the general rules laid down by Government for the purposes. The payments shall not be debited to famine, but to the ordinary heads provided for the disbursements. No special rules for these advances and loans are therefore necessary, as they shall be made, not from permanent advances, but direct from the Treasuries, on orders signed by the District Officer or other officer who may be authorized to grant such advances or loans.

FORM 1.

(See Sections 54 and 64.)

FAMINE RELIEF WORKS.

CIVIL AGENCY / PROFESSIONAL AGENCY } WORKS.

DISTRICT OF _____

Progress Return for the week ending on night of Saturday, the _____ 189

(To be submitted by the Officer in charge of the works.)

Serial number of work.	Name of work.*	Day of the week.	Number of persons employed.									Quantity or portion of work done during the week.	Total amount disbursed as wages.			Total number of infirm persons unfit to work and dependent on labourers employed on the work during the week.	Total amount of wages paid to such persons during the week.		How long the work is likely to give employment.	Remarks.
			Class A.			Class B.			Class C.											
			Men.	Women.	Children	Men.	Women.	Children.	Men.	Women.	Children.		Men.	Women.	Children.					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
		Sunday ...										The following progress has been made :—							This work will give employment to labourers for days.	
		Monday ...																		
		Tuesday ...																		
		Wednesday																		
		Thursday...																		
		Friday ...																		
		Saturday ...																		
		Total ...																		

NOTE.—In the case of Civil Agency works,—
"Class A" stands for "able-bodied persons accustomed to labour."
"Class B" stands for "able-bodied persons not so accustomed."
"Class C" stands for "persons not able-bodied, but fit for light employment of the kind required at the work."
Vide section 31 of the code.

Professional Agency works should employ only able-bodied, but not necessarily unskilled, labourers. *Vide* section 56.

In this column it should be stated whether the work comes under sections 25 and 26, or under sections 56 and 57.

FORM 2.

(See Sections 54 and 64.)

FAMINE RELIEF WORKS.

CIVIL AGENCY / PROFESSIONAL AGENCY } WORKS.

DISTRICT OF _____

Progress Return for the week ending on night of Saturday, the _____ 189

(To be prepared in the Controlling Office, *e.g.*, Sub-divisional or District Office.)

Serial number of work.	Name of work.*	Daily average number of persons employed.									Quantity or portion of work done during the week.	Total amount disbursed as wages.			Total number of infirm persons unfit to work and dependent on labourers employed on the work during the week.	Total amount of wages paid to such persons during the work.	How long the work is likely to give employment	Remarks.
		Class A.			Class B.			Class C.										
		Men.	Women.	Children.	Men.	Women.	Children.	Men.	Women.	Children.		Men.	Women.	Children.				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

NOTE.—In the case of Civil Agency works,—
"Class A" stands for "able-bodied persons accustomed to labour."
"Class B" stands for "able-bodied persons not so accustomed."
"Class C" stands for "persons not able-bodied, but fit for light employment of the kind required at the work."
Vide section 31 of the code.
In this column it should be stated whether the work comes under sections 25 and 26, or under sections 56 and 57.

Professional Agency works should employ only able-bodied, but not necessarily unskilled, labourers. *Vide* section 56.

FORM 3.

(See Section 78.)

Register of children relieved in Kitchen No. Circle—in Village of since

Date and Number of Admission Ticket	Name and Designation of Officer issuing it.	Date of Admission to Kitchen.	Number in Kitchen Register.	To what Section admitted.	Age.	Sex.	Number of Mess.	Name of Child.	Name of Father or Mother or Relation heretofore supporting it.	Village.	Date of removal from Register	Cause of removal from Register.
1	2	3	4	5	6	7	8	9	10	11	12	13

FORM 4.

(See Section 85).

Attendance Register of Children in Kitchen No.

Circle in village of for week ending

Number on Attendance Register.	Number on Kitchen Register.	To which Section admitted.	Number of Mess.	Name of child.	1 *	2 ×	3 O	4	5	6	7	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13

* / = Present one meal.
× = Ditto two meals.
O = Absent from both.

FORM 5.

(See Section 161).

Register of Payments on account of Famine of the _____ *for the* _____.

Date of payment.	To whom paid.	No. of sub-voucher. contingent abstract.	Description of charges	Heads of Expenditure.					Total of each contingent abstract.	Total of each month's bill.	Date of detailed bill.	Date of admission, with initials.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14

FORM 6.

(See section 172).

*Register of Receipts and Issues of Grain from Local Contractors for the*_____

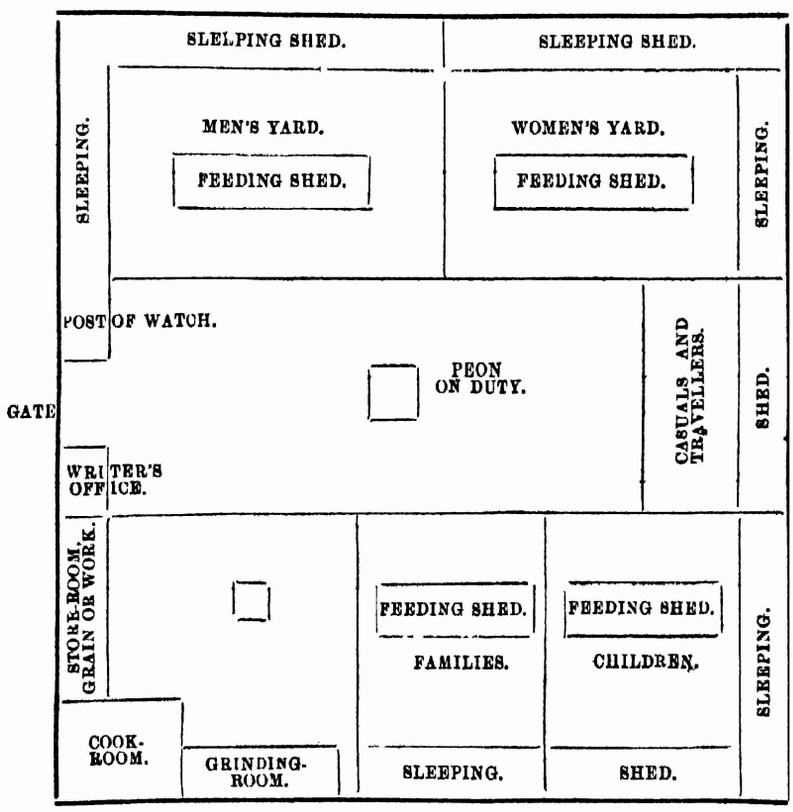
Date of receipt.	Name of contractor.	To whom supplied.	Description of Grain.						Date of issue.	By whom issued.	Description of Grain.					
			Quantity.	Weight.	Quantity.	Weight.	Quantity.	Weight.			Quantity.	Weight.	Quantity.	Weight.	Quantity.	Weight.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
		To balance ...								By balance ...						

APPENDIX

Rules for the Management of a Poor-house in time of severe Famine.

Interior accommodation.

1. The poor-house should be divided into sleeping sheds, working yards, and offices. The sleeping shed should ordinarily be erected round the sides of the enclosure, the working yards being in front of them and the offices collected in one corner or along the side nearest the gate. The walls of the sheds should be of earth or of wattle, according as is most suitable to the climate of the locality and the time of year. They should be thatched so as effectually to keep out rain. A free current of air should pass through them, but the sheds allotted to families may have spaces divided off into cubicles or apartments for each family. Superficial space should be allowed to each sleeper, 7 feet by 4, a mat provided to sleep on, and a ticket hung up over the mat corresponding in number to that worn by the pauper. The area of the poor-house should be staked off, so as to provide separate enclosures for men, women, children, and for entire families. Families should not be broken up, but otherwise the sexes and ages should be separated. Each of these enclosures would contain the sleeping sheds and working yard of the class to which it belongs, and where this is found necessary, separate enclosures should be provided for those of good caste and those of low caste. The offices shall consist of a store-room for the grain required for food, another for the work done by the paupers, a grinding-shed, a cook-room, and an office in which the accounts would be written up and the records and registers kept.



The above sketch may serve as a suggestion as to the way in which a poor-house should be laid out and arranged.

Either inside or (which is better) outside the enclosure there should be a wall used solely for washing purpose. A trough or both should be attached to it, which should be filled

from the well, and to which the paupers should be marched in detachments to bathe as often as is thought good with reference to the climate and time of year.

Reception of applicants for relief.

In front of and near the door of each relief camp an enclosure shall be railed off in which all fresh applicants for relief shall be received, whether they present themselves voluntarily or are sent in by the police or by relief officers. In this place some superior relief officer shall attend at a fixed hour every day; either the special relief officer of the circle, or the village relief officer, or the tehsildar, or, in the absence of all these, the peshkar, to receive the applicants, and either forward them to a relief work or admit them into the relief camp.

If the severity of the famine render it necessary, some official with a supply of cooked food should be present at all hours of the day.

Food.

2. The food should be distributed twice a day, and should consist of a daily ration of the following quantities of the meal or flour of the common coarse grain of the country, or the same quantities of cleaned rice, where rice is the usual food of the people:—

For men and women	... 1 ℔ flour or rice	+2 oz. pulse and condiments.
For children under 12	... ½ ℔. „	+2 „ „

For children in arms a special milk diet should be provided, and nursing-mothers should receive 50 per cent. above the usual female ration.

If thought necessary, a stock of food can be laid in to guard against contingencies, but ordinarily it shall be sufficient to contract with a merchant to provide the daily requirements. Care should be taken that every evening enough grain is in store for two days' supply, and enough flour for the food of the next day; the grain should be ground every day for the food of the day after. The flour should be carefully weighed out for cooking, and a definite relation fixed by experiment between the weight of the raw and the cooked food, and the latter should be tested constantly by weighment by the Superintendent as well as by the visiting official.[1]

They should also see that the food is thoroughly cooked, and is served in a state as palatable as possible. The pulse should contain a certain quantity of pepper and of spices to be fixed in each province according to the local custom. The paupers should be arranged in rows in the feeding-sheds in their own enclosures, and the number of rations required for each enclosure should be taken to them, after being counted by an official at the cook-room door, and distributed. A plate or pot should be given to each in which to receive the liquid portion of the meal. They should be supervised while eating it, and not allowed to get up till it is eaten, or to give any away; especial watchfulness is required in the case of the children, who are liable to have the food snatched from them by other children, or by adults, or who may be induced by fear to save a part of it, to give to their parents.

Establishment.

3. The establishment should consist of paupers as far as possible. The only paid officials should be the Superintendent, the accountant, and the hospital assistant; but Re. 1 per month may be paid to the overseers and to the head-cook in addition to food. Carpenters and blacksmiths, if required, may be called in and paid in cash. But all other servants in the poor-house should be paid in food, or in raw grain if their caste requires it, and

[1] The importance of frequent testing cannot be overrated. Under the most careful superintendence errors will creep in on this head if the cooks are not subject to constant inspection; and it must be remembered that, where the daily ration is cut down to a low scale, to sufficiency to sustain life cannot be ensured, if the pauper can be defrauded of even a small fraction of it.

should, as far as possible, be appointed from among the paupers themselves, not from outside.

The Superintendent.

4. The duty of the Superintendent is general supervision. He is responsible for examining the supply of grain received from the contractor, testing its quantity and quality, and entering it in the stock register; also for seeing that it is securely kept in a safe chamber under a good lock or sufficient guard. He is bound to be always present at feeding time, to see that the food is well cooked and the amount of it correct; to see that paupers are properly organized into gangs and parties, are set to work at labour suitable to their capacities, and do a sufficient quantity of work, and that all members of the establishment do their duty punctually and thoroughly. He shall muster the establishment every day, and record their attendance in a register. He shall also receive daily from the circle relief officer all new admissions, and see that their names are entered by the overseer on his muster-roll.

The accountant.

5. The accountant must always be a member of the Collector's office permanent establishment, and must be selected for this work because of his special qualifications, a temporary officiating man filling his place. He has to keep up the prescribed returns and registers.

The overseer.

6. The overseer shall keep the nominal register of the paupers in the poor-house. If there are more than 400 inmates, a second overseer may be appointed. He should ordinarily be a respectable literate inhabitant of the circle, Muhammadan or Brahman, or of other good caste, who is in distressed circumstances, and is glad to do the work for a payment of one rupee a month, plus half as much again as the daily ration, which may be given raw. He shall marshall the people in the morning to the early meal, and shall take the roll-call while it is being eaten. When it is taken, he shall write out a slip in the following form, and make it over to the accountant:—

Attendance morning of

Name of gangsman.	Men.	Women.	Children.	Total.	Total number of lb grain.

During the day he shall supervise the work of the gangs, either generally or any particular set of gangs as the Superintendent may direct. In the evening he shall again marshall the people to the evening meal, and take the roll-call, and give a slip to the accountant in the same form as in the morning.

Organization of enclosures.

7. There should be a gangsman or monitor to each enclosure, a female being appointed to the female enclosure: they should be responsible for the discipline of all the residents in their enclosure at night, when at work, or when eating. If the numbers in an enclosure are small, persons of good caste can be allowed to sit a little apart in working and eating from the other members of the gang, and can have a portion of the shed walled off for them. The gangsman or monitor should, if possible, be chosen from among the more respectable and capable paupers in the poor house; if none such are available, he should ordinarily be a respectable illiterate resident of the circle in distressed circumstances, who is glad

to accept the post for the wages of a ration half as large again as the ordinary one, *i.e.*, 1½ lb of grains, which may be given raw. The discipline of the party should be kept as uniform as possible, so that people may know their work and their place and each other; they should sleep in the same shed, eat meals in the same place, and after meals go together to the same work in the same place as nearly as possible. Proper arrangements should be made as to the water-supply, the latrines and urinals, and the burial of those who die in the poor-house or hospital.

Employment of the inmates.

8. A certain number of the residents should be selected as water-carriers, sweepers, grinders, &c. and as monitors or orderly peons to enforce discipline. For the rest, such employment as they are capable of should be provided; for instance, rope-making, spinning, stone-breaking, basket-making, &c.

Medical establishment.

9. This establishment, which consists of cooks, water-carriers, rice-cleaners or grinders, guards and sweepers, should be kept down to a moderate strength, and should, as far as possible, be recruited from the paupers of the kitchen, or from respectable people of the circle who are in distressed circumstances. As a rule, they should be paid in grain, which may be given raw, if desired, at the rate of 1½lb, or for the most onerous task 2lbs. a day; but where the numbers are large, the head cook may, in addition, receive Re. 1 per mensem. The number of each class of servants should be arranged on a sliding scale in proportion to the number of paupers to be attended to. The number of cooks should be about 1 per cent. of the number to be fed, and where the resident population is very feeble, more persons must be entertained to carry and distribute the cooked food than where there are able-bodied paupers who can be so employed. Great care should be taken that the persons employed in the cooking and handling the food should be of such castes that the prejudices of the inmates should not be offended. The number of water-carriers and of sweepers should be about the same as the cooks. But for the sick in hospital probably one sweeper will be required for 25 patients. The occupation of rice cleaning or grinding is one that can be suitably given to women of respectable castes; two women in good health should easily grind thirty seers of grain a day, or enough for sixty adults; but if they are enfeebled, then two relays of two women each should be allowed for each mill. It is not intended in these rules to tie officers down to a too rigid uniformity; but every Superintendent and circle relief officer is expected to do all in his power to combine efficiency with economy.

The hospital.

10. There should be a hospital and a medical officer attached to each poor-house. The site of the hospital should be as near to the poor-house as possible, subject to sanitary considerations, and it should be selected with great care by a superior medical official. Its arrangements should correspond in all important particulars with those laid down for the hospitals on large relief works. The medical official should be appointed with due consideration of the relation between his rank and experience, and the difficulties and responsibilities of the post, the most experienced men being put in charge of the largest hospitals and poor-houses. He shall be responsible for seeing that all the requirements of a hospital are provided, and that the sheds are dry and ventilated. He shall send in to the Superintendent a daily return showing the number of sick in hospital, the daily admissions, discharges, and deaths, and

the number of rations, and the quantity of extra food required for his patients. He shall also keep up a nominal register of all admissions, of their diseases and history; and shall prepare from this such return as may be called for by his own department. He shall constantly go round and inspect the residents in the poor-house, and give out-door treatment to those in need of it, avoiding, as far as possible, any compulsion on the paupers to enter the hospital as in-patients. He should notice the condition of all the residents to see if they are improving, or the reverse; and he should report at once to the Superintendent or the civil relief officer if he believes the food to be insufficient or bad in quality. For those who are specially emaciated, he should prescribe special diet, such as milk or ghee or other nutriment. He should also report to the Superintendent if he thinks that in any case the work exacted is too severe for any of the paupers.

Inspection.

11. The poor-house is under the immediate charge of the civil relief officer of the circle, and the Superintendent of the poor-house is directly subordinate to him. But whenever a poor-house is established, a body of respectable native gentlemen shall be associated with the relief officer as a committee of management. They should be consulted on all matters connected with caste and social observances, and their influence should be exerted to spread abroad the knowledge that everything possible is done to prevent any offence being given to the sensitive feelings or prejudices of the inmates. They should be specially consulted as to the appointment of cooks and overseers, in order that no one may be appointed to whose caste any objection can be taken. One of them should be invited to visit the poor-house every day according to a roster, and specially to be present at feeding time; and the whole committee should, if possible, meet the relief officer weekly at the poor-house, where any suggestions may be offered, or any objectionable practices brought to light and stopped. The relief officer should then, accompanied by the committee, inspect the residents, and enquire into their cases and condition. Those who have improved in strength sufficiently to enable them to work should be sent to a relief work; those who have not, should, if their homes are known, and there is any reasonable prospect that they will stop there, be sent back to their homes and put on village relief.

Who are to be kept as permanent residents of poor-house.

12. The exceptions, who must be kept as permanent residents, as long as the famine lasts, are (1) incurable wanderers who have been sent to their homes more than once, but have not gone or have not stayed there; (2) able-bodied professional beggars who have been sent to work more than once, but have persistently left it; (3) persons from villages in which village relief is not given.

E. J H. and others—Reg. No. 7300C—1,000—22-1-92